

# **COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS**

**February 7, 2012**

**American Red Cross National Headquarters**

**Board of Governors Hall**

**430 17<sup>th</sup> Street, NW**

9:00 a.m.	MEET AND GREET
9:10 a.m.	WELCOME Eric Wachter Chair, Council of Federal Executive Secretariats Director, Office of the Executive Secretariat Environmental Protection Agency  Mike Robins Federal Relations Liaison Government Relations and Strategic Partnerships American Red Cross
9:15 a.m.	WELCOME/INTRODUCTION Neal Denton Senior Vice President Government Relations and Strategic Partnerships American Red Cross  KEYNOTE SPEAKER Linda C. Mathes Chief Executive Officer American Red Cross National Capital Region
9:45 a.m.	BEST PRACTICE Katherine Spivey Plain Writing Launcher General Services Administration
10:15 a.m.	BREAK
10:25 a.m.	COMMITTEE REPORTS
11:00 a.m.	WHITE HOUSE UPDATE
11:15 a.m.	OLD BUSINESS/NEW BUSINESS Transfer letters, invitation retention schedules, joint letters
11:30 a.m.	OPEN FLOOR
11:45 a.m.	ADJOURN